



State of Arizona

Department of Education

Request For Grant Application (RFGA)

RFGA Number:

ED07-0028

RFGA Due Date / Time:

February 9, 2007, at 3:00 P.M. Mountain Standard Time

Submittal Location:

Arizona Department of Education
Procurement Section/3rd Floor
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

Description of Procurement:

The Arizona Department of Education (ADE) is accepting grant applications from entities to provide an alternative teacher development program to serve public schools in this state

A Pre-Application Conference will not be held in conjunction with this grant.

In accordance with A.R.S. §41-2702, competitive Sealed Applications to provide materials or services specified will be received by the Arizona Department of Education's Procurement Unit at the above-specified location until the time and date cited.

Applications must be in the actual possession of the Arizona Department of Education's Procurement Unit on or prior to the time and date, and at the submittal location indicated above. ***Late Applications will not be considered.***

Applications must be submitted in a sealed envelope or package with the RFGA Number and the Applicant's name and address clearly indicated on the envelope or package. All Applications must be completed in ink or typewritten. Additional instructions for preparing an Application are included in this RFGA.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the RFGA Contact Person or Procurement Officer.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE DOCUMENT.

Richard Adickes
Procurement Officer

(602) 364-2517
Telephone Number

December 29, 2006
Date



GRANT APPLICATION

State of Arizona
Department of Education
RFGA NO. ED07-0028

The Undersigned hereby applies for matching funds in compliance with the terms and conditions of this grant application.

Applicant's Name

Name of Person Authorized to Sign Application

Street Address

Title of Authorized Person

City State Zip Code

Signature of Authorized Person Date of Application

Telephone Number:

Facsimile Number:

Applicant's Federal Employer Identification Number:

Acknowledgement of Amendment(s):
*(Applicant acknowledges receipt of amend-
ment(s) to the Request for Grant Application
and related documents numbered and dated*

Amendment No. Date

Amendment No. Date

ACCEPTANCE OF GRANT APPLICATION AND AWARD

(For State of Arizona Use Only)

Your Application, dated _____ is hereby accepted. You are now bound based upon the RFGA and your Application as accepted by the State.

This Grant will henceforth be referred to as Grant Number ED07-0028-_____.

State of Arizona

Awarded this _____ day of _____, 2007

Douglas C. Peebles, MBA, CPPB, CPCM
Procurement Administrator



GRANT APPLICATION

State of Arizona
Department of Education
RFGA NO. ED07-0028

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REQUIREMENTS
RFGA NO. ED07-0028

STATEMENT OF PURPOSE

The state board of education shall award a matching grant to a service provider who can provide an Alternative Teacher Development Program. The amount of the matching grant shall be equal to the matching monies raised by the service provider, not to exceed \$2,000,000.00. The service provider must be able to demonstrate that its Alternative Teacher Development Program can adequately serve public schools in this state and meets all of the following requirements:

MINIMUM QUALIFICATIONS:

1. Is a nonprofit 501(c)(3) organization that has been providing alternative teacher recruitment and placement in this state for a period of not less than ten years.
2. Serves only public schools that provide instruction to student populations in which a majority of the students are from low income households.
3. Requires that individuals seeking to participate in the alternative teacher development program offered by the service provider have attained a baccalaureate degree from an accredited institution.
4. Maintains a competitive application and selection process for individuals seeking to participate in the alternative teacher development program offered by the service provider.
5. Requires all individuals who participate in the alternative teacher development program to commit to serve as a teacher in a low income public school in this state for not less than two years.
6. Provides ongoing support, evaluations and professional development to teachers placed in a classroom through the alternative teacher development program.

REPORTING REQUIREMENTS:

The service provider selected to participate in the alternative teacher development program shall annually by November 15th report at least the following information to the Department of Education:

1. The number of teachers placed in low income schools by the service provider.
2. The number of students served by teachers placed in low income schools by the service provider.
3. Demographic data concerning the aggregate composition of students in classrooms served by teachers placed by the service provider.
4. A listing of the school districts and schools in which teachers were placed by the service provider.
5. A total of all matching monies raised by the service provider.

INSTRUCTIONS TO APPLICANTS

RFGA NO. ED07-0028

HOW TO PREPARE AND SUBMIT APPLICATION

1. Read and familiarize yourself with all sections of this document.
2. **Definition of Terms Used in this RFGA.**
 - A. **"ADE"** means the Arizona Department of Education.
 - B. **"Department"** means the Arizona Department of Education.
 - C. **"Shall or Must"** indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.
3. **Required Application Information.** The following shall be submitted concurrent with and as part of the Application:
 - A. Application and Award Form (page 1);
 - B. Contacts Information (page 12);
 - C. Applicant's Experience (Attachment 1);
 - D. Applicant's Key Personnel (Attachment 2);
 - E. Applicant's Checklist (Attachment 3); and
 - F. RFGA Amendments (if any)
4. **Authorized Signature.**
 - A. For any document that requires the Applicant's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign Grant agreements. Additionally, if requested by ADE, disclosure of ownership information shall be submitted.
 - (1) Privately Owned: The Owner must sign the grant application.
 - (2) Partnership: A Partner must sign the grant application.
 - (3) Corporation: A Corporate Officer must sign the grant application.
 - B. If a person other than these specified individuals signs the grant application, a Power of Attorney indicating the employee's authority must accompany the grant application. All addenda to the grant application shall be signed by the authorized individual who signed the grant application except that they may be signed by a duly authorized designee.
5. **Multiple Awards.** In order to assure that any ensuing grants will allow the State to fulfill current and future needs, ADE reserves the right to award grants to multiple applicants.
6. **Award Basis.** The successful applicant(s) will be determined by Evaluation Criteria. ADE reserves the right to award as many grants as may be in the best interest of the State.

ADE reserves the right to cancel the grant if an applicant receives an award and is unable to meet the needs of the grant within a reasonable period of time as determined by ADE.
7. **Applications shall be irrevocable for 120 days after the RFGA due date.**

INSTRUCTIONS TO APPLICANTS
RFGA NO. ED07-0028

8. Application Format and Content.

- A. **One clearly marked original and 3 copies** of applications shall be submitted. If the Applicant finds it necessary to take exception(s) to any of the requirements specified in this RFGA, clearly indicate each such exception in the application along with a complete explanation of why the exception was taken and what benefit accrues to the State thereby. All substantive exceptions and supporting rationale shall be identified as such and consolidated into one section of the Application.
- B. To facilitate evaluation, the Application must be specific, and complete to clearly and fully demonstrate the Applicant has a thorough understanding of the requirement, can provide detailed information and related experience concerning previous performance of similar services.

9. Evaluation and Selection. Evaluation shall be performed pursuant to A.R.S. § 41-2702 F.

GRANT TERMS & CONDITIONS

RFGA NO. ED07-0028

TERMS AND CONDITIONS

1. **Incorporation by Reference.** The State of Arizona's Uniform Terms and Conditions are hereby incorporated by reference. These documents may be accessed through Arizona Department of Administration Enterprise Procurement Services website (www.azeps.az.gov), by calling the State Procurement Office at (602) 542-5511, or by calling the Department of Education's Contracts Management Unit at (602) 364-2517. ***It is the Applicant's responsibility to obtain the current revision of these documents.***
2. **Grant Term.** The initial term of this Grant shall commence on the date that the Procurement Officer signs the Application and Acceptance form and will remain in effect through December 31, 2007, unless terminated, canceled, or extended as otherwise provided herein.
3. **Option to Renew Grant.** This Grant shall not bind nor purport to bind ADE and the Grantee for any grant commitment in excess of the original grant term. ADE shall have the right, at its sole option, to renew the Grant, in one-year increments, not to exceed a total grant term of five years. If ADE exercises such rights, all terms, conditions and provisions of the original Grant shall remain the same and apply during the option terms.
4. **Records.** Under A.R.S. §35-214 and §35-215, the Grantee shall retain and shall contractually require each subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Grant for a period of five years after the completion of the Grant. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.
5. **Suspension or Debarment Status.** If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a Grantee with any Federal, state or local government or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided. The Application of an Applicant who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.
6. **Suspension or Debarment Certification.** By signing the Application section of the Application and Award page, the Applicant certifies that the firm, business or person submitting the Application has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. Signing the Application section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the Application or cancellation of a Grant. ADE also may exercise any other remedy available by law.
7. **Termination for Convenience.** The State reserves the right to terminate the Grant in whole or in part at anytime when in the best interests of the State without penalty or recourse. Upon receipt of the written notice, the Grantee shall immediately stop, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Grant shall become the property of and be delivered to the State. The Grantee shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

GRANT TERMS & CONDITIONS

RFGA NO. ED07-0028

8. Termination for Default.

- A. In addition to the rights reserved under Paragraphs 18 through 22 of the Uniform Terms and Conditions, the State reserves the right to terminate the Grant in whole or in part due to the failure of the Grantee to comply with any term or condition of the Grant, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the grant. The Procurement Officer shall mail written notice of the termination and the reasons for it to the Grantee.
- B. Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Grantee under the Grant shall become the property of and be delivered to the State on demand.
- C. The State may, upon termination of this Grant, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Grant. The Grantee shall be liable to the State for any excess costs incurred by the State in procuring materials or services in substitution for those due from the Grantee.

9. Availability of Funds for the Next Fiscal Year.

Funds may not presently be available for performance under this Grant beyond the current fiscal year. No legal liability on the part of the State for any payment may arise under this Grant beyond the current fiscal year until funds are made available for performance of this Grant. The State shall make reasonable efforts to secure such funds.

10. Audit.

Pursuant to A.R.S. §35-214, at any time during the term of this Grant and five years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Grant.

11. Grantee's Obligation Regarding Confidentiality.

- A. Due to the sensitive nature of the information maintained by ADE, the Grantee acknowledges that all information disclosed to it concerning ADE's operations during performance of this Grant shall not be disclosed to third parties without the ADE's prior written consent.
- B. All proprietary information and all copies thereof shall be returned to ADE upon completion of the work for which it was obtained or developed.

12. Accounting Requirements.

All financial records shall be maintained and expenditures made in accordance with the Generally Accepted Accounting Principles to permit accurate tracking of funds to a level of expenditure adequate to ensure proper use of funds.

13. Compliance With Non-Discrimination Laws.

The Grantee shall comply with the following:

- A. Title VI of the Civil Rights Act of 1964, as amended, which prohibits the denial of benefits of our participation in grant services on the basis of race, color, or national origin.
- B. Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4, which mandate that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities.
- C. The Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. §41-1492 et. seq.), which prohibit discrimination on the basis of physical or mental disabilities in delivering grant services or in the employment, or advancement in employment of qualified individuals.

GRANT TERMS & CONDITIONS
RFGA NO. ED07-0028

- 14. Licenses.** Grantee shall maintain, in current status, all Federal, State and local licenses and permits required for the operation of the business conducted by the Grantee.

CONTRACT ADMINISTRATION

RFGA NO. ED07-0028

15. Grant Administration

Payments. The Grantee will be paid matching funds based on the total funds raised by Grantee and reported annually no later than November 15th to the Department of Education. Total matching funds paid to the Grantee shall not exceed \$2,000,000.00.

Contacts

- a. **Mailing of Payments.** Address to which payment should be mailed, if different than that listed on the Application and Award Form.

(Name)

(Street Address)

(City & State) (Zip Code)

- b. **Grantee representative** to contact for Grant administration purposes:

(Name)

(Street Address)

(City & State) (Zip Code)

(Telephone & Facsimile Numbers)

(E-mail Address)

- c. The ADE representative to contact for technical matters concerning Grant performance (NOTE: this person is not authorized to direct Grantee performance or make changes in Grant requirements.)

Vincient Yanez
1535 W. Jefferson Street, Bin #11
Phone: (602) 542-5057
FAX: (602) 542-3046
E-mail: Vince.Yanez@azed.gov

- d. All Grant administration matters will be managed by the Procurement Officer named below. All correspondence concerning this Grant shall be directed to this individual.

Richard Adickes
Procurement Section
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007
Phone: (602) 364-2517
FAX: (602) 364-0598
E-mail: Richard.Adickes@azed.gov



ATTACHMENT 1

APPLICANT'S EXPERIENCE RFGA NO. ED07-0028

Applicant shall submit three (3) completed and signed forms as part of its Application.

Applicants are required to submit information about PAST experience to verify program performance using this form. Insert the information as requested. Responses shall include the details of at least three individual contracts for services related to those described in this RFGA.

Reference Title: _____

Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Provide a narrative description (including the results, outcomes achieved, objectives met) of past experiences similar to those described in this RFGA. Provide sufficient detail to permit the evaluators to make an informed decision concerning the merits of this application. Use additional sheets as needed.

Reference: Company: _____

Contact Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____



INSTRUCTIONS:

[illegible]

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ATTACHMENT 3

APPLICANT'S CHECKLIST RFGA NO. ED07-0028

Instructions: Applicants must submit the items listed below. In the column titled "Applicant's Page #", the Applicant must enter the appropriate page number(s) from its Application where the ADE evaluators may find the Applicant's response to that requirement.

Required Item	RFGA Reference:	Applicant's Application Page #:
1. <u>1</u> Original and <u>3</u> Copies of Application Package	Page 5, Paragraph 8	
2. Application and Award Form Signed	Page 1	
3. Contacts Information	Page 9	
4. Applicants Experience (Attachment 1)	Page 10	
5. Applicant's Key Personnel (Attachment 2)	Page 11	
6. Applicant's Checklist (Attachment 3)	Page 12	